

Promotion/Rank Change of Part Time Faculty in FHS.

Current Rank	Proposed New Rank	Rationale for Request	Timing	Documentation Required by FHS
Lecturer (Adjunct)	Lecturer	Increase in academic contributions from 150 over 3 years to 100 hrs/yr	At time of renewal	Submit renewal form listing new rank and include cover note so that the rank change is properly recorded.
Assistant Clinical Professor (Adjunct)	Assistant Clinical Professor	Increase in academic contributions from 150 over 3 years to 100 hrs/yr	At time of renewal	Submit renewal form listing new rank and include cover note so that the rank change is properly recorded.
Lecturer	Assistant Professor (Part Time)	Has gained enough academic experience to be appointed as an Assistant Professor (Part Time). Department has reviewed contributions and feels appointment to Asst Prof (PT) is timely and appropriate	At time of renewal	Submit renewal form listing new rank and include cover letter stating that the department has reviewed the candidate and requests this rank change.
Clinical Lecturer	Assistant Clinical Professor	Has gained enough academic experience to be appointed as an Assistant Clinical Professor. Department has reviewed contributions and feels appointment to Asst Clin Prof is timely and appropriate	At time of renewal	Submit renewal form listing new rank and include cover letter stating that the department has reviewed the candidate and requests this rank change.
Assistant Clinical Professor	Associate Clinical Professor	Has made substantial contributions to clinical scholarly activities over and above standard teaching responsibilities See guidelines for promotion of Clinician Educators	At time of renewal & after a minimum of 6 years as Assistant Clinical Professor	Submit promotion dossier at time of renewal. Also complete a renewal form indicating the new rank. Dossier to be reviewed by FHS T&P Committee
Assistant Professor (Part Time)	Associate Professor (Part Time)	Has made substantial contributions to education/ research over and above standard teaching responsibilities See guidelines for promotion of non-clinical faculty.	At time of renewal & after a minimum of 6 years as Assistant Professor (PT)	Submit promotion dossier at time of renewal. Also complete a renewal form indicating the new rank. Dossier to be reviewed by FHS T&P Committee
Associate Clinical Professor	Clinical Professor	Has made substantial contributions to clinical scholarly activities over and above standard teaching responsibilities National/International recognition	After minimum of 6 years as Associate Clinical Professor (generally longer)	Submit promotion dossier in October. Dossier to be reviewed by FHS T&P Committee alongside full time promotions to professor.
Associate Professor (Part Time)	Professor (Part Time)	Has made substantial contributions to education/ research over and above standard teaching responsibilities See guidelines for promotion of non-clinical faculty.	After minimum of 6 years as Associate Professor (PT) (generally longer)	Submit promotion dossier in October. Dossier to be reviewed by FHS T&P Committee alongside full time promotions to professor.